

Leave

Annual Leave

Annual leave is granted for vacations, personal business, or emergencies. It is earned in specified increments each pay period depending on an employee's length of service in the Federal Government.

Length of Service	Annual Leave Earned	Annual Rate
Up to 3 years days/year	4 hours/pay period	13
3 to 15 years days/year	6 hours/pay period	20
15 years or more days/year	8 hours/pay period	26

Sick Leave

Sick leave may be used for the following:

- When you are incapacitated by illness, injury, or pregnancy
- For medical examinations.

Sick leave is earned at the rate of 4 hours each pay period (13 days per year). Unlike annual leave, there is no limit to the number of hours of sick leave an employee may accrue.

Holidays

Federal government employees are entitled to ten holidays each year. In order to be paid for a holiday, employees must be in a pay status on the day either immediately before or after the holiday. In addition to regular work, employees are in pay status if they are on approved leave. Part-time employees will be paid for holidays only if they occur during their regularly scheduled workweek. For a listing of federal holidays visit the following website http://www.opm.gov/Operating_Status_Schedules/fehdol/index.asp.